

1. Vendor Experience

The State will require that the Vendor is a video production company that has been in business for at least 2 years and that the Vendor has a current business license. For verification, copies of business licenses may be submitted or verification can be done online. For online verification include business name, entity number, any required information needed for verification online, and verification web address.

2. Local Representation

Vendor must have one local authorized representative that will be available by phone or e-mail at a minimum, during normal business hours Monday through Friday. Representative will respond to inquiries within 24-hours. Representative may have an out of state office but must be able to travel to meet with the end user at the end users location when circumstance requires. Vendor must provide the contract information of the local authorized representative.

3. Background Checks

As part of this RFSQ, the State reserves the right to require any Contractor (and Subcontractor if applicable) with access to secure state facilities, sensitive data, or technology to complete a background check.

The State reserves the right to determine what state facilities, sensitive data, or technology applies to the background and disclosure/notification requirements.

Vendor must acknowledge its understanding of this section and its approval to submit to a background check if required in a subsequent standard procurement process.

4. Service Area

Vendor must identify what region or regions they will be willing to provide video production and editing services in. For purposes of this RFSQ and any subsequent procurement processes related to this RFSQ the State is divided into five separate service regions. These regions are indicated on the Attachment B Regional Map.

5. List of Production and Editing Equipment

Vendor must provide a list of all the production and editing equipment and software that is available for use if awarded a contract under this RFSQ. This list should include cameras, sound equipment, lighting equipment, and editing equipment and programs. This list may be used in a subsequent standard procurement for evaluation purposes.

6. Vendor Projects

Vendor must provide a list of projects and include scope and size of work for the past two years. This list may be used in a subsequent standard procurement for evaluation purposes.

7. Resume and Experience

Vendor must provide resumes of all staff who would be involved in the production to show experience and expertise. Seventy-five (75) percent of the personnel shall have a minimum of three (3) years paid professional experience or a degree in film or media production from an accredited school. The personnel's experience should include individuals with roles such as Producer, Director, Videographer, Video Production

Assistant, Video Sound Technician, Audio Technician, Actor, Make-Up Artist, Boom Operator, Crane Operator, Costume Design, Video Editor, Audio Editor and Motion Graphic Artist. Resumes shall contain information relating to each person's education, training, degrees, certificates, area of expertise, and work experience/assignments. This information may be used in evaluation in a subsequent standard procurement process.

8. List of Video Production Types

Vendor will provide a list of the types of video productions that they can produce. This would include but not be limited to video in these categories: training, tutorial, orientation, informational, public announcement, tourism, documentary, special events, advertisement, internet videos, and testimonials. This list may be used in a subsequent standard procurement for evaluation purposes.

9. General Scope of Work Requirements

Vendor must confirm that they have the ability to perform the following tasks relating to the scope of work for this RFSQ. The production services required by the state may include pre-production, production, post production, as well as the individual parts that make up these categories. Pre-production activities includes but are not limited to storyboarding, planning, scheduling, location scouting, casting, script development, and securing permits. Production includes but is not limited to filming the video and recording the audio content. Production incorporates camera and sound equipment as well as a film crew. Post-production includes but is not limited to editing, graphics, sound and music, titles, subtitles, closed captioning, DVD authoring, DVD menu design, DVD cover and label design, video and audio collection, voice over, and uploading video to the web.

10. Technical Requirements

Vendor must have the ability to produce video in high definition with a 16:9 aspect ratio. Vendor must have the capability for input and output of audio and video files in many different formats including but not limited to AVI, MPG, WMV, MP4, MOV, MP3, WAV, H.264, and AIFF. The vendor must have ability to deliver audio and video that meets professional broadcast standards. Vendor must have the ability to keep up with new technology.